



Policy and Finance Committee Meeting – 13th March 2023 – 18:00

To: Members of the Policy and Finance Committee:

Councillors Marriott (Chair), T Eales (Vice Chair), Alwahabi, Birch, Connolly, G Eales, Hallam, Hibbert, Holland-Delamere, Kilbride, Purser, Russell, Stevens, Tarasiewicz

Cc'd to all councillors for information

You are summoned to attend the meeting of the **Policy and Finance Committee** of Northampton Town Council to be held at 18.00 hours on Monday 13th March 2023 in the Town Council Committee Room at Northampton Guildhall.

Public participation is welcomed in accordance with Standing Orders and the Council's Public Participation Policy

Stuart Carter
Town Clerk
7th March 2023

Guildhall
Northampton
NN1 1DE

A G E N D A

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **To authorise the Chair to sign the minutes of the last meeting and ask questions as to the progress of any item**
Minutes of the meeting held 16th January not attached (sent out with Council agenda for 23rd January 2023)
4. **To receive the minutes of the Accounts Sub-Committee meetings for information:**
 - (a) Minutes of the meeting held 13th February 2023 (p 3 – 8)
 - (b) Minutes of the meeting held 13th March 2023 (to be tabled)
5. **To receive for information only the minutes of the Staffing Sub Committee meeting held 7th February 2023** (p 9 – p 10 for cllrs only)
6. **Notes from the Civic Matters Working Group** (p 11 – p 14 for cllrs only)
7. **Study Proposal**
Proposal attached – representatives to join meeting via video (p 15 – p 16 for cllrs only)

- 8. St George's Day, request for further funding – referred from Community Services Committee**
Report attached (p 17 – p 20)
- 9. Review of Systems of Internal Control**
Report attached (p 21)
- 10. Accommodation Update**
Notes from Accommodation Working Group (p 23 – p 24 for cllrs only)
- 11. Electoral Review of West Northamptonshire – Consultation on draft proposals**
Supporting information attached (p 25 – p 30)
- 12. Internal Audit Report**
Internal Audit report attached (p 31 – p 32)
- 13. Request to earmark unspent Grants budget and Eid budget**
Report attached (p 33)
- 14. Marketing and Branding Update**
Report to be tabled
- 15. Interim Strategy and update on long-term strategy**
Document to follow
- 16. Items for consideration on the next agenda**
- (a) Review of Standing Orders
 - (b) Review of Financial Regulations
 - (c) Civility and respect pledge
 - (d) Paperless agendas
 - (e) Budget Working Group

ACCOUNTS SUB-COMMITTEE

MINUTES OF THE ACCOUNT SUB-COMMITTEE MEETING HELD ON 13TH FEBRUARY 2023 AT 11AM IN THE COMMITTEE ROOM OF THE TOWN COUNCIL OFFICES AT THE GUILDHALL, NORTHAMPTON

PRESENT: Councillors Marriott (Chair), Birch, Hibbert and Purser

OFFICERS PRESENT: Mr S Carter (Town Clerk), Mrs C Maclellan (Finance Officer) and Miss F Barford (Democratic Services Officer).

69. APOLOGIES

No apologies were submitted.

70. DECLARATIONS OF INTEREST

No declarations of interest were submitted.

71. MINUTES OF THE PREVIOUS MEETING TO APPROVE AS CORRECT AND GIVE AUTHORISATION TO SIGN THE MINUTES OF THE LAST ACCOUNTS SUBCOMMITTEE HELD 14TH DECEMBER 2022

RESOLVED: The Chair was authorised to sign the minutes of the previous meeting as a true and accurate record.

72. REVENUE BUDGET 2022/23 TO RECEIVE THE BUDGETARY REPORT FOR THE MONTH ENDING DECEMBER 2022

Copies of the Budgetary Report were circulated.

The Finance Officer explained that the following budget codes had increased:

- Salaries (Budget Code 4000)
- Training and Staff Development (Budget Code 4027)
- Post (Budget Code 4110)
- Office Supplies & Photocopying (Budget Code 4101)
- Advertising and Marketing (Budget Code 4140)
- Professional and Legal Fees (Budget Code 4159)

In response to a question posed by a Councillor, the Finance Officer explained that Office Supplies & Photocopying (Budget Code 4101) was at 122% due to the purchase of new office chairs and this was considered a one-off purchase.

The Finance Officer highlighted that the Mayoral Allowance (Budget Code 4210) had increased to 85.9%. She further explained the Mayor's Transport (Budget Code 4211) was at 97.9% expenditure of the agreed budget. In response to a question, the Town Clerk explained that the Mayor's Driver was responsible to the Council

with their main contact point was the Mayoral Officer. The Town Clerk explained that a review of the Mayor's Drivers use would have to be undertaken by the Civic Matters Working Group.

In relation to Civic Regalia (Budget Code 4215) had increased due to the committed purchase order for new Civic Robes that were expected to arrive in March 2023.

The Finance Officer explained that Allotment Repairs and Maintenance (Budget Code 4400) had increased due to water bills being received however, none have been received for the Parklands Allotments. The Finance officer further explained there was a credit balance for both Broadmead and Rothersthorpe allotments, and this had been requested to be refunded. The Finance Officer stated she had discussions with the Town Clerk to develop a process for monitoring the water readings regularly as there was no practice in place yet.

The Finance Officer highlighted that the transfer from West Northamptonshire Council for Northampton in Bloom had been received as a result caused a large variance on the expenditure budget. In addition, she explained that the variance in the Christmas budget was due to a delay in receiving invoices from suppliers.

The Finance officer circulated an itemized report for Christmas Lighting as requested at the previous meeting.

The revenue budget was **NOTED**.

73. PAYMENT OF ACCOUNTS

The schedule of accounts was circulated.

The Finance Officer explained the first section of the report was what had been posted to the bank and required retrospective approval as for example, Wave Utilities work on a shorter billing cycle and a £14.50 late payment fee would be incurred if not met.

In response to a question, it was explained that Wave Utilities have opened separate accounts for each allotment. In response to another question, it was explained by the Finance Officer a Direct Debit has been considered however due to lack of clarity with the current billing it was deemed not appropriate at this time.

In response to question, the Finance Officer clarified the five invoices for Tangerine Red were for the marketing material for the new sustainable planters and exhibition in the Grosvenor Centre.

In response to a question, it was explained that additional photo storage was purchased as photos or large files cannot be held within Microshade.

RESOLVED: That the payments as detailed in the attached report be approved.

a. BANK RECONCILIATION

The Finance Officer provided that the cash book for the Unity Bank account and CCLA, she explained the balance within each account matched the most recent bank statement. Members confirmed that the figures stated in the bank reconciliation corresponded. It was agreed that no transfers were to be made until after the successful grant applications had been posted.

74. INTERNAL CONTROLS FINANCE OFFICER TO GIVE A VERBAL UPDATE

The Finance Officer explained the internal controls checklist for Payroll was previously undertaken and submitted however, she believed it would be good practice for the Town Clerk to complete random check the reports were accurate which had been recently carried out and was successful.

The Finance Officer explained the internal controls checklist was completed last week by Councillors Marriott and Birch and all was in order. She added that Councillor Purser had been nominated to complete the new internal control checklist.

RESOLVED: Councillor Purser to undertake the next internal controls checklist on 22nd May 2023 at 3:30pm

75. RISK REGISTER

The Town Clerk explained that he had amended the risk register to include short-term absences, sick leave or maternity leave as discussed at the previous meeting. The Town Clerk continued to explain that the current controls were return-to-work upon an Officers return after sick leave and that he utilises HR advice and guidance. A Councillor requested that a contingency plan be developed for long term sickness or loss of staff.

In response to a question posed, the Town Clerk explained he had requested advice about maternity insurance however none were available to cover the costs therefore, it would be covered from reserves. A Councillor suggested whether there be a Staffing Contingency reserve due to the Council having a small team to assist in the mitigation of the risk.

The Town Clerk explained he had included an IT continuity plan and a data retention policy was currently being formulated.

In response to a question posed by a Councillor, the Town Clerk explained that staff were aware of the GDPR and that the Council currently does not host masses of data compared to a Principal Authority.

RESOLVED: That the review of risk was undertaken.

76. FURTHER ITEMS FOR CONSIDERATION FOR INFORMATION ONLY

A Councillor requested that a date be determined to review the amber and green risk register items.

MEETING CONCLUDED 12:25PM

Invoices Paid / Bank Deductions - Requires Retrospective Committee Approval													
10/01/2023	SCRN00124626	Zen Office	£ 11.65	£ 2.33	-£ 13.98	Credit received for Inv SINV00707838 previously approved, credit deducted from payment 18/01/23	4216	110	Council Meetings & Room Hire	Civic and Democratic	Policy & Finance	All paid and posted to Rialtas	53571853
02/01/2023	11459238 Billing Lane	Wave Utilities	£ 4.10	-	£ 4.10	Wave Utilities paid to avoid late payment fee	4400	230	Repairs & maintenance	Allotments	Environmental Services		53362912
12/01/2023	11497732 Graspin Lane	Wave Utilities	£ 2,528.17		£ 2,528.17	Wave Utilities paid to avoid late payment fee	4400	230	Repairs & maintenance	Allotments	Environmental Services		714138355
24/01/2023	11542382 Rothersthorpe 31.03.21 to 31.08.21	Wave Utilities	-£ 11.49	£ -	-£ 11.49	Wave Utilities paid to avoid late payment fee	4400	230	Repairs & maintenance	Allotments	Environmental Services		300262144
24/01/2023	11542384 Rothersthorpe 01/09/21 to 11/12/22	Wave Utilities	£ 2,046.51	£ -	£ 2,046.51	Wave Utilities paid to avoid late payment fee	4400	230	Repairs & maintenance	Allotments	Environmental Services	All Paid not posted to Rialtas	300262144
02/02/2023	11576037 Billing Lane 01.01.23 to 31.01.23	Wave Utilities	£ 4.10	£ -	£ 4.10	Wave Utilities paid to avoid late payment fee	4400	230	Repairs & maintenance	Allotments	Environmental Services		873775651
26/01/2023	11550743 Glebeland 26/10/22 to 25/01/23	Wave Utilities	£ 17.05	£ 3.42	£ 20.47	Wave Utilities paid to avoid late payment fee	4400	230	Repairs & maintenance	Allotments	Environmental Services		79595848
					£ 4,577.88								

Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total	Description	Account Code	Cost Centre	Account Code Description	Cost centre Description	Committee	Due Date	Comments / Bank Transaction Number
29/01/2023	INV-17122022	C Wilkinson	£ 150.00	£ -	£ 150.00	Christmas Performance	4501	315	Christmas	Public Events	Community Services	28/02/2023	Officer Approved pending Cllr approval
16/11/2022	INVOICE DATED 16/11/22	C Fletcher	£ 245.00	£ -	£ 245.00	Christmas performance	4501	315	Christmas	Public Events	Community Services	16/12/2022	Officer Approved pending Cllr approval
12/01/2023	INV-4582	GM Lawrence Electrical Ltd	£ 14,787.44	£ 2,957.49	£ 17,744.93	Christmas lights	4501	315	Christmas	Public Events	Community Services	11/02/2023	Officer Approved pending Cllr approval
07/11/2022	INV01	Similar Jones (SJ Bardill)	£ 650.00	£ -	£ 650.00	Band Performance Fireworks	4502	315	Fireworks	Public Events	Community Services	07/12/2022	Officer Approved pending Cllr approval
02/02/2023	1287	Stage Right Productions	£ 1,610.86	£ 322.17	£ 1,933.03	Support services Jun-Dec 22	4510	315	General Events	Public Events	Community Services	28/02/2023	Officer Approved pending Cllr approval
17/12/2022	INV-4	T Cayton	£ 150.00	£ -	£ 150.00	Performance 17/12	4501	315	Christmas	Public Events	Community Services	16/01/2023	Officer Approved pending Cllr approval
09/09/2022	11007609	Anglian Water t/a Wave Utilities	-£ 736.19	£ -	-£ 736.19	approved 10/10/22 credit balance on this account (Broadmead) refund requested	4400	230	Repairs & maintenance	Allotments	Environmental Services	09/10/2022	approved 10/10/22 credit balance on this account (Broadmead) refund requested
02/10/2022	11097865	Anglian Water t/a Wave Utilities	£ 49.61	£ -	£ 49.61	approved 10/10/22 credit balance on this account (Broadmead) refund requested	4400	230	Repairs & maintenance	Allotments	Environmental Services	01/11/2022	approved 10/10/22 credit balance on this account (Broadmead) refund requested
02/11/2022	11221986	Anglian Water t/a Wave Utilities	£ 0.83	£ -	£ 0.83	approved 10/10/22 credit balance on this account (Broadmead) refund requested	4400	230	Repairs & maintenance	Allotments	Environmental Services	02/12/2022	approved 10/10/22 credit balance on this account (Broadmead) refund requested
02/12/2022	11336572	Anglian Water t/a Wave Utilities	£ 0.71	£ -	£ 0.71	approved 10/10/22 credit balance on this account (Broadmead) refund requested	4400	230	Repairs & maintenance	Allotments	Environmental Services	01/01/2023	approved 10/10/22 credit balance on this account (Broadmead) refund requested
26/01/2023	11550149.9	Anglian Water t/a Wave Utilities	-£ 1,767.75	£ -	-£ 1,767.75	Billing Road 261022-250123	4400	230	Repairs & maintenance	Allotments	Environmental Services		Posted to system but pending Officer approval - credit balance
01/02/2023	EXPENSESJAN23	Cllr. Stevens	£ 87.21	£ -	£ 87.21	Climate Café Cups Café Drinks Flask / Drip tray	4560	210	Climate Emergency	Open Spaces	Environmental Services	01/02/2023	Officer Approved pending Cllr approval
27/01/2023	270123/1	Edmonstones Garden Design & Maintenance	£ 150.00	£ -	£ 150.00	Plants Abington Street	4560	210	Climate Emergency	Open Spaces	Environmental Services	26/02/2023	Officer Approved pending Cllr approval
25/01/2023	6979	Tangerine Red Ltd	£ 69.00	£ -	£ 69.00	Bloom Planting	4560	210	Climate Emergency	Open Spaces	Environmental Services	24/02/2023	Officer Approved pending Cllr approval
27/01/2023	6989	Tangerine Red Ltd	£ 290.00	£ 58.00	£ 348.00	Bloom Planter	4560	210	Climate Emergency	Open Spaces	Environmental Services	26/02/2023	Officer Approved pending Cllr approval
27/01/2023	6991	Tangerine Red Ltd	£ 56.00	£ 11.20	£ 67.20	Soil Planter	4560	210	Climate Emergency	Open Spaces	Environmental Services	26/02/2023	Officer Approved pending Cllr approval
31/01/2023	6999	Tangerine Red Ltd	£ 1,800.00	£ 360.00	£ 2,160.00	Pillar Wraps / Footprints	4560	210	Climate Emergency	Open Spaces	Environmental Services	28/02/2023	Officer Approved pending Cllr approval
07/02/2023	MTR-07014	Tangerine Red Ltd	£ 158.00	£ 12.00	£ 170.00	leaflets - Climate Change	4560	210	Climate Emergency	Open Spaces	Environmental Services	28/02/2023	Officer Approved pending Cllr approval
16/01/2023	4177	Zcommune Ltd	£ 150.00	£ 30.00	£ 180.00	Web site training	4027	101	Training & Staff Development	Central Administration	Policy & Finance	15/02/2023	Officer Approved pending Cllr approval
18/01/2023	150	All Saints Church	£ 1,000.00	£ -	£ 1,000.00	Remembrance Sunday Service	4214	110	Civic Events	Civic and Democratic	Policy & Finance	17/02/2023	Officer Approved pending Cllr approval
22/01/2023	NORTH/01	CHRGs Ltd	£ 1,316.30	£ -	£ 1,316.30	Strategy Day consultancy and delivery	4159	105	Legal & professional fees	Corporate Management	Policy & Finance	21/02/2023	Officer Approved pending Cllr approval
03/02/2023	INV-0077	Classic Carriages of Northampton	£ 1,717.50	£ -	£ 1,717.50	mayors TP Jan 23	4211	110	Mayors Transport	Civic and Democratic	Policy & Finance	28/02/2023	Officer Approved pending Cllr approval
26/01/2023	1132601	Creative Event Services	£ 150.00	£ 30.00	£ 180.00	CIRN Parlour Award	4208	110	Mayoral Activity	Civic and Democratic	Policy & Finance	25/02/2023	Officer Approved pending Cllr approval
01/02/2023	INV-960	Gusto Catering Ltd	£ 311.25	£ 62.25	£ 373.50	Council Strategy day - refreshments	4216	110	Council Meetings & Room Hire	Civic and Democratic	Policy & Finance	01/02/2023	Officer Approved pending Cllr approval
08/02/2023	48319/0543614	Horizon Telecom Ltd	£ 584.79	£ 116.96	£ 701.75	Mobile / Land line / Calls and lease line	4125	101	telephone and internet	Central Administration	Policy & Finance	DD	Officer Approved pending Cllr approval
02/02/2023	EXPENSESJAN23	Julie Thornycroft (Expense Claims)	£ 95.45	£ -	£ 95.45	Fuel Milk Eye test & Glasses	4015 4216 4162	101 110 105	Travel & Subsistence Council Meetings and room hire Health & Safety	Central Administration Civic and Democratic Corporate Management	Policy & Finance	02/02/2023	Officer Approved pending Cllr approval
31/01/2023	EXPENSESJAN23	Louise Hannam-Jones	£ 16.00	£ -	£ 16.00	Expenses watering can	4560	115	Climate Emergency	Other Cost and Income	Policy & Finance	31/01/2023	Officer Approved pending Cllr approval
16/01/2023	INV:1000153	LUNAR PUBLISHING LTD	£ 285.00	£ 57.00	£ 342.00	Attendance at Business Expo	4140	101	Advertising and marketing	Central Administration	Policy & Finance	15/02/2023	Officer Approved pending Cllr approval
28/01/2023	17197	Microshade Business Consultants Ltd	£ 295.00	£ 59.00	£ 354.00	Account support January 2023	4155	101	Accounting Support	Central Administration	Policy & Finance	27/02/2023	Officer Approved pending Cllr approval
06/02/2023	17621	Microshade Business Consultants Ltd	£ 596.32	£ 119.26	£ 715.58	Host System Feb 23	4128	101	Information Technology	Central Administration	Policy & Finance	28/02/2023	Officer Approved pending Cllr approval
02/02/2023	INV-2696	Northants CALC Ltd	£ 38.00	£ 7.60	£ 45.60	Training - Planning FB	4027	101	Training & Staff Development	Central Administration	Policy & Finance	28/02/2023	Officer Approved pending Cllr approval
30/01/2023	EXPENSESJAN23	Stuart Carter (Expense Claims)	£ 25.73	£ -	£ 25.73	Parking & refreshments Weymouth	4015	101	Travel & Subsistence	Central Administration	Policy & Finance	31/01/2023	Officer Approved pending Cllr approval
12/01/2023	OP/1620923	Veolia ES (UK) Ltd	£ 152.44	£ 30.49	£ 182.93	Mayors Transport Nov	4211	110	Mayors Transport	Civic and Democratic	Policy & Finance	11/02/2023	Officer Approved pending Cllr approval
03/02/2023	OP/1622152	Veolia ES (UK) Ltd	£ 67.46	£ 13.49	£ 80.95	Mayors TP Jan	4211	110	Mayors Transport	Civic and Democratic	Policy & Finance	28/02/2023	Officer Approved pending Cllr approval
18/01/2023	424001258686	West Northamptonshire Council	£ 512.40	£ 5.68	£ 518.08	Strategy Meeting	4216	110	Council Meetings & Room Hire	Civic and Democratic	Policy & Finance	17/02/2023	Officer Approved pending Cllr approval
25/01/2023	424001262148	West Northamptonshire Council	£ 102.00	£ -	£ 102.00	Full Council 23/01/23	4216	110	Council Meetings & Room Hire	Civic and Democratic	Policy & Finance	24/02/2023	Officer Approved pending Cllr approval
25/01/2023	424001262151	West Northamptonshire Council	£ 42.60	£ 8.52	£ 51.12	Refreshments Full Council 23/01/23	4216	110	Council Meetings & Room Hire	Civic and Democratic	Policy & Finance	24/02/2023	Officer Approved pending Cllr approval
31/01/2023	424001275290	West Northamptonshire Council	£ 21.30	£ 4.26	£ 25.56	CIRV refreshments 25/01/23	4208	110	Mayoral Activity	Civic and Democratic	Policy & Finance	28/02/2023	Officer Approved pending Cllr approval
03/02/2023	424001277298	West Northamptonshire Council	£ 28.40	£ 5.68	£ 34.08	Refreshments 14/01/23	4216	110	Council Meetings & Room Hire	Civic and Democratic	Policy & Finance	28/02/2023	Officer Approved pending Cllr approval
21/12/2022	SINV00709672	Zenoffice Limited	£ 22.86	£ 4.57	£ 27.43	Coffee case	4216	110	Council Meetings & Room Hire	Civic and Democratic	Policy & Finance	20/01/2023	Officer Approved pending Cllr approval
21/12/2022	SINV00709674	Zenoffice Limited	£ 23.59	£ 4.72	£ 28.31	Credit SCRNO0124627 cancels	4216	110	Council Meetings & Room Hire	Civic and Democratic	Policy & Finance	20/01/2023	Officer Approved pending Cllr approval
06/01/2023	SINV00710193	Zenoffice Limited	£ 23.59	£ 4.72	£ 28.31	Knives & Forks pending confirmation of delivery	4101	101	Office Supplies & Photocopy	Central Administration	Policy & Finance	05/02/2023	Query of delivery pending confirmation of receipt of goods (FB)
10/01/2023	SCRN00124627	Zenoffice Limited	-£ 23.59	-£ 4.72	-£ 28.31	credit cancels Inv SINV00709674	4216	110	Council Meetings & Room Hire	Civic and Democratic	Policy & Finance	09/02/2023	Officer Approved pending Cllr approval
31/01/2023	SINV00712140	Zenoffice Limited	£ 227.89	£ 45.58	£ 273.47	Stationery supplies	4101	101	Office Supplies & Photocopy	Central Administration	Policy & Finance	28/02/2023	Not all goods have been received, pending receipt and FB approval
07/02/2023	VOI0030401	Zenoffice Limited	£ 57.85	£ 11.58	£ 69.43	Copier charges	4101	101	Office Supplies & Photocopy	Central Administration	Policy & Finance	DD	Officer Approved pending Cllr approval
08/02/2023	SINV00713154	Zenoffice Limited	£ 13.44	£ 2.69	£ 16.13	Pens - pending confirmation of delivery	4101	101	Office Supplies & Photocopy	Central Administration	Policy & Finance	28/02/2023	Pending receipt of goods and FB approval
		Total Unpaid	£ 25,604.29	£ 4,340.19	£ 29,944.48								
		Bank transactions not yet posted in Rialtas											
			£ 25,604.29	£ 4,340.19	£ 29,944.48								

Invoices received after list produced and not posted to the system or Officer approved.

10/02/2023	Expenses Feb23	Catherine MacLellan	25.47	0	25.47
26/01/2023	xxxx-xxxx-xxxx-3373	Lloyds card: Google storage £1.59/ Tesco Juice £3.90 /Amazon picture frames £108 / mthly fee £3			116.49
					141.96

Salaries / HMRC / Pension payments FEB	Value	Payment Due Date	Ac Code	Description	Bank Payment Transaction Number
Salaries (Net) for Feb including Mayoral Allowance and Cllr. Allowances	£ 18,252.87	19/01/2023	520	Wages	
HMRC Feb	£ 8,243.46	28/02/2023	515	PAYE / NI	
Pensions Feb	£ 6,942.23	28/02/2023	516	Pensions	
	£ 33,438.56				

Approve fund transfer of £170,000 (rounded down) from CCLA to Unity Bank for		
Date	Description	Balance
31st Jan 2023	Unity Bank Balance as at 31/01/23	£ 530,319.14
1st Feb -	Bank Transactions between closing balance and today	£ 6,063.88
	Balance in bank as at 11/02/23	£ 536,383.02
1st Feb -	Bank Transactions - pending Cllr approval	£ 2,059.59
	Scheduled payments not yet deducted	£ -
	Bank Total Calculation 11 /02/23	£ 534,323.43
	Paylist invoices	
	Salaries	£ 18,252.87
	HMRC	£ 8,243.46
	Pensions	£ 6,942.23
	Unpaid Grants	£ -
	Paylist unapproved invoices	£ 141.96
	Paylist invoices	£ 29,944.48
	Total payments on list	£ 63,525.00
	Total Payments due to go out in Feb	£ 63,525.00
	Difference between Bank balance & All Payments due to go out	£ 470,798.43
	Funds to remain in Unity bank	£ 150,000.00
	Balance available for transfer	£ 320,798.43
	* However due to the approaching year end I would suggest leaving two months fund cover.	150,000
	Funds available for transfer	£ 170,798.43

Northampton Town Council

Policy and Finance Committee – 13th March 2023

St George's Day 2023 – request for further funding – report of Town Clerk

Purpose of report: To seek the committee's approval to allocate further funding from the General Events Budget to the St Georges Day event

Recommended: The committee's recommendation is sought

At the recent Community Services Committee meeting, a request was made to allocate further funding for the St George's Day event. The Committee had already agreed to allocate £2,500, and a further £1,803 has been requested.

The Community Services Committee have asked that this committee make a decision on this. It should be noted that there is sufficient funding in the General Events budget for this request.

Attached is a report from Cllr Sian, who is managing the St George's Day event, detailing the reason for the request.

St George's Day 2023

Planning & Finance Update

St George's Day/Notable Northamptonians Trail

A trail of A3 Correx boards displaying information about 10 Notable Northamptonians around Northampton Town Centre in the run up to St George's Day (Sunday 23rd April 2023) and remaining in place until after the Coronation weekend.

The current list of Notable Northamptonians is listed below:

- Lady Wantage
- Malcolm Arnold
- Francis Crick
- John Clare
- Alan Carr
- Dora Crockett
- Wenman Joseph Bassett-Loake
- Beeby Thompson
- Diana, Princess of Wales
- Matt Smith

Original budgetary cost: £60

Actual cost: £422

The cost for this element is higher than budgeted as the original amount assumed in house design and officer installation. The actual amount covers design, printing and install by the council's preferred supplier.

Publicity

To include 4 banners, 1000 leaflets, social media and press publicity.

Original budgetary cost: £308

Actual cost: £630

The cost for this element is higher than budgeted as the original amount assumed in house design and officer installation of banners. The actual amount covers design, printing and install by the council's preferred supplier.

Flag Raising & Entertainment

An official flag raising has been organised with WNC to take place on the morning of 23rd April outside The Guildhall with the Mayor in attendance.

An additional element of the event has been put forward, Children's Crafts. An additional £400 would be required to deliver this element.

The following Entertainments have been identified for the event:

- Castle & Rose Morris Dancers (Booked) - £150
- Festive Road Dragon - £1,200

A third entertainer is yet to be identified but the budget for this remains unchanged at £700.

With the ongoing regeneration of the Market Square an alternative location has yet to be identified with the exception of the Courtyard at The Guildhall. This is an additional cost. The search for an alternative location is continuing.

Original budgetary cost: £2500

Actual cost: £3619

The cost for this element is higher than budgeted as the original amount did not include Children's Craft costs, Guildhall Courtyard Costs. The entertainment elements remain within budget.

Final costings and proposal

Original budgetary cost: £2,868

Actual cost: £4,671

It is therefore proposed that the additional £1803 be funded from the General Events fund.

Appendix A

St George's Day

Sunday 23rd April 2023

St George's Day Trail				<i>Boards around the town centre displaying quotes and information about prominent English poets, writers, singers, sports people etc.</i>
Description	Budget Amount	Actual	Surplus/Defecit	
Printed Boards	£50	£332	(£282)	
Sundries	£10	£0	£10	<i>Cable ties etc. Accounted for under Publicity Sundries</i>
Installation	£0	£90	(£90)	
Total	£60	£422	(£362)	

Publicity				
4 x 1m x 2m Banners	£175	£436	(£261)	<i>"Happy St George's Day from Northampton Town Council" banners/signage at entrances to Town Centre.</i>
Posters (A3) x 50	£53	£0	£53	<i>Cancelled</i>
Leaflets (A5) x 2000	£70	£174	(£104)	<i>Qty 1000</i>
Sundries	£10	£20	(£10)	<i>Cable ties etc</i>
Total	£308	£630	(£322)	

Flag Raising & Events (formally Flag Raising)				
Guildhall Hire (formally Opening of The Guildhall)	£400	£1,219	(£819)	<i>Updated to include hire of the courtyard & cloisters.</i>
Pop up Gazebos	£0	£50	(£50)	
Children's Crafts	£0	£300	(£300)	
Total	£400	£1,569	(£1,169)	

Street Entertainment				<i>St George's Day themed entertainment around the Town Centre.</i>
Dragon (formally Punch & Judy)	£700	£1,200	(£500)	
Morris Dancers	£700	£150	£550	<i>Move £500 to Dragon</i>
Additional Entertainment (formerly Balloon Artist)	£700	£700	£0	
Total	£2,100	£2,050	£50	

Suplus/Defecit			(£1,803)	
Event Total	£2,868	£4,671		

Northampton Town Council

Policy and Finance Committee – 14th March 2023

REVIEW OF RISK MANAGEMENT AND INTERNAL CONTROLS AND NTC STRATEGIC RISK REGISTER

REPORT OF TOWN CLERK

Purpose of report: To present to the committee the Risk Management and Internal Controls Statement and Strategic Risk Register which are required to be approved annually as part of the AGAR process.

Recommended: That the confirms that the review and assessment has taken place.

The Accounts and Audit Regulations 2015 require Councils to have a sound system of internal control. The Council is obliged to carry out a review of the effectiveness both of its internal controls and its system of internal audit.

The Annual Governance Statement contained within the AGAR which is completed annually after the end of the Financial Year also requires Members to agree that they have 'carried out an assessment of the risks facing the authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required'.

Northampton Town Council has adopted a robust process of internal control with a standing item at the Accounts Sub Committee whereby different elements are reviewed based on their priority and/or level of risk. In addition, the finance officer goes through on a one to one basis elements of the financial processes with councillors, an additional and highly productive action that ensures both councillors and officers have an open dialogue and understanding on these important processes. The results of these are then reported back to the Accounts Sub-Committee meeting. Therefore, the Council is undertaking reviews of these risks not just on an annual basis but on a monthly basis.

In addition to these documents, the Council has appointed an independent internal auditor. The role of the internal auditor is to assist the Council in fulfilling its responsibility for the prevention and detection of fraud and corruption, errors and mistakes. Currently, the internal auditor is scheduled to make two visits to the, to review the internal controls and to carry out testing on the transactions undertaken and to ensure compliance with financial regulations.

A further review, particularly regarding the year end annual accounts is carried out when the annual accounts have been prepared. At this time the internal auditor seeks to ensure that the documents to be sent to the external auditor are in order. The internal auditor produces a written report for the Council after both stages of the internal audit and highlights any deficiencies.

The external auditor is appointed as part of a contract with central government. Once a year they send out the AGAR as well as a request for supporting information. These are then assessed by the external auditor and a report sent back. These reports are then published and reported to the Council.

In conclusion the Council has robust processes in place to ensure compliance, transparency and to ensure that the risks are reviewed on a monthly basis.

The Local Government Boundary Commission for England

Northampton Town
Council
clerk@northamptontown.council.gov.uk

7 March 2023

Dear Mr Carter

ELECTORAL REVIEW OF WEST NORTHAMPTONSHIRE COUNCIL: DRAFT RECOMMENDATIONS

The Local Government Boundary Commission for England has published proposals for new electoral arrangements for West Northamptonshire. A summary is attached.

The electoral arrangements for your town council may change because of our proposals. Please find attached two maps outlining the proposed electoral arrangements for your council. We propose that 76 councillors should be elected to West Northamptonshire in future. We also propose new ward boundaries across the authority.

A public consultation on the proposals will run from 7 March 2023 to 15 May 2023.

Once we have considered all responses to the consultation, we aim to publish final recommendations in August 2023. We will then lay a draft order in both houses of Parliament. Subject to parliamentary scrutiny, the new electoral arrangements are scheduled to come into effect at the authority's elections in 2025.

We considered all representations received from local people and organisations during our initial consultation when drawing up our proposals. We have sought to balance statutory criteria we must follow when drawing up these proposals, and we seek to:

- Make sure that, within an authority, each councillor represents a similar number of electors
- Create boundaries that are appropriate, and reflect community ties and identities
- Deliver reviews informed by local needs, views and circumstances

We are now inviting comments on the proposals before we finalise the new electoral arrangements in your area. We will consider every response we receive during the consultation period and will weigh each response against the criteria above.

If you would like to explore the draft recommendations, you can do so by visiting our **consultation website** at consultation.lgbce.org.uk/node/36573. Interactive consultation pages give access to the full recommendations. They allow people to explore maps of the proposals in greater detail and make comments. We also accept comments:

by email reviews@lgbce.org.uk

by post The Review Officer for West Northamptonshire

LGBCE
PO Box 133
Blyth
NE24 9FE

The Commission's main website contains further information about the electoral review and our work: <http://www.lgbce.org.uk>

We will write to you again when we publish our final recommendations.

Have your say

We are now consulting local people on a new pattern of wards for West Northamptonshire Council. We have an open mind about our final recommendations, and we will consider every piece of evidence we receive from local groups and people, regardless of whom it is from or whether it relates to the whole council area or just a part of it.

If you agree with our recommendations, please let us know. If you don't think our recommendations are right for West Northamptonshire we want to hear alternative proposals for a different pattern of wards.

West Northamptonshire Council

Draft Recommendations on the new electoral

arrangements

We aim to propose a pattern of wards for West Northamptonshire Council which delivers:

- **Electoral equality:** each councillor represents a similar number of electors.
- **Community identity:** reflects the identity and interests of local communities.
- **Effective and convenient local government:** helping your council discharge its responsibilities effectively.

A good pattern of wards should:

- Provide good electoral equality, with each councillor representing, as closely as possible, the same number of electors.
- Reflect community interests and identities and include evidence of community links.
- Be based on strong, easily identifiable boundaries.
- Help the council deliver effective and convenient local government.

Electoral equality

- Does your proposal mean that councillors would represent roughly the same number of electors as elsewhere in the council area?

Community identity

- **Transport links:** are there good links across your proposed ward? Is there any form of public transport?
- **Community groups:** is there a parish council, residents association or another group that represents the area?
- **Facilities:** does your pattern of wards reflect where local people go for shops, medical services, leisure facilities etc?

Write to:

Review Officer (West
Northamptonshire)
LGBCE
PO Box 133
Blyth
NE24 9FE

- **Interests:** what issues bind the community together or separate it from other parts of your area?
- **Identifiable boundaries:** are there natural or constructed features which make strong boundaries for your proposals?

Effective local government

- Are any of the proposed wards too large or small to be represented effectively?
- Are the proposed names of the wards appropriate?

Useful tips

- Our website has a special consultation area where you can explore the maps. You can find it at consultation.lgbce.org.uk.
- We publish all submissions we receive on our website. Go to: www.lgbce.org.uk

Our consultation area:

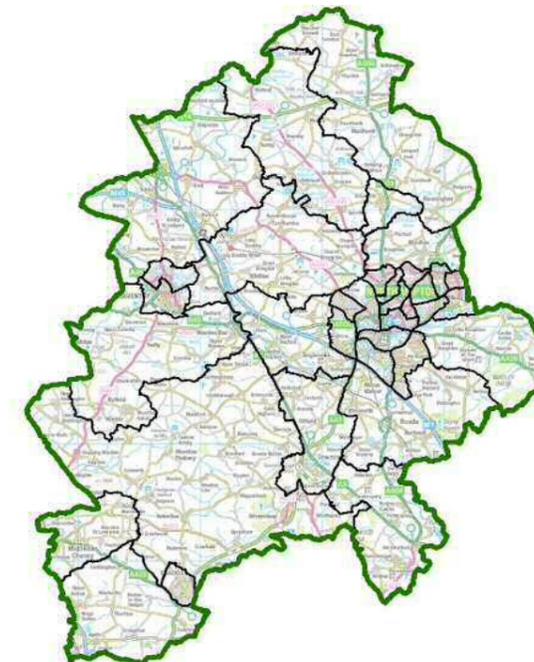
consultation.lgbce.org.uk

Email:

reviews@lgbce.org.uk

Twitter:

@LGBCE



Who we are

- The Local Government Boundary Commission for England is an independent body set up by Parliament.
- We are not part of government or any political party.
- We are accountable to Parliament through a committee of MPs chaired by the Speaker of the House of Commons.
- Our main role is to carry out electoral reviews of local authorities throughout England.

Electoral review

An electoral review examines and proposes new electoral arrangements for a local authority, including:

- The total number of councillors representing the council's electors ('council size').
- The names, number and boundaries of wards or electoral divisions.
- The number of councillors for each ward or division.

Why West Northamptonshire?

- In 2020 the Government provided for the creation of a new local authority called West Northamptonshire Council, with effect from April 2021.
- The new authority combined Daventry District Council, Northampton Borough Council and South Northamptonshire District Council into a single unitary authority.
- The Commission agreed to carry out an electoral review of the new council. This will ensure the new council has electoral arrangements that reflect its functions in time for elections in May 2025.

Our proposals

- We propose that the council should have **76 councillors** in future, representing seven one-councillor, 15 two-councillor and 13 three-councillor wards across the council area.

You have until 15 May 2023 to have your say on the recommendations

Summary of our recommendations

Our draft recommendations propose that West Northamptonshire Council should have 76 councillors.

Those councillors should represent seven one-councillor, 15 two-councillor and 13 three-councillor wards across the council area.

The boundaries of all the existing wards will change.

An outline of the proposals is shown in the map to the right. A detailed report on the recommendations and mapping is available on our website at: www.lgbce.org.uk.

We welcome comments on our draft recommendations, whether you support the proposals or wish to put forward alternative arrangements.

In particular, we welcome proposals for alternative boundaries or ward names which meet the criteria we must follow as part of electoral reviews, and which are described in more detail over the page.

Have your say at consultation.lgbce.org.uk:

- view the map of our recommendations down to street level.
- zoom into the areas that interest you most.
- find more guidance on how to have your say.
- read the full report of our recommendations.
- send us your views directly.

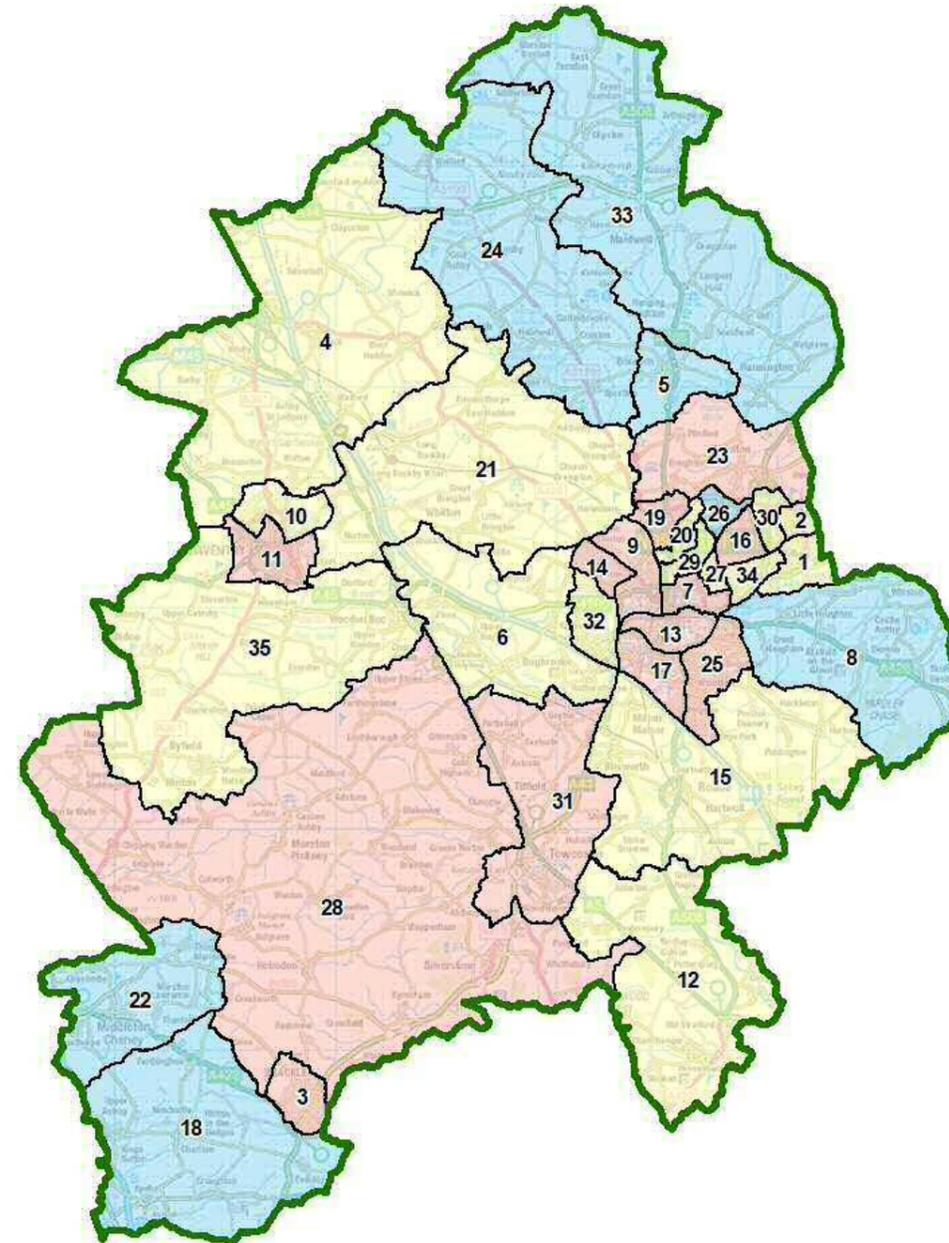
Stage of Review	Description
30 August 2022 - 7 November 2022	Public consultation on warding arrangements
7 March 2023 - 15 May 2023	Public consultation on draft recommendations
1 August 2023	Publication of final recommendations
May 2025	Subject to parliamentary approval - implementation of new arrangements at local elections

Overview of draft recommendations for West Northamptonshire Council

View this map online:
consultation.lgbce.org.uk

Follow the review on Twitter: [@LGBCE](https://twitter.com/LGBCE)

If you are viewing this page online, click on the map to go straight to our interactive consultation area.



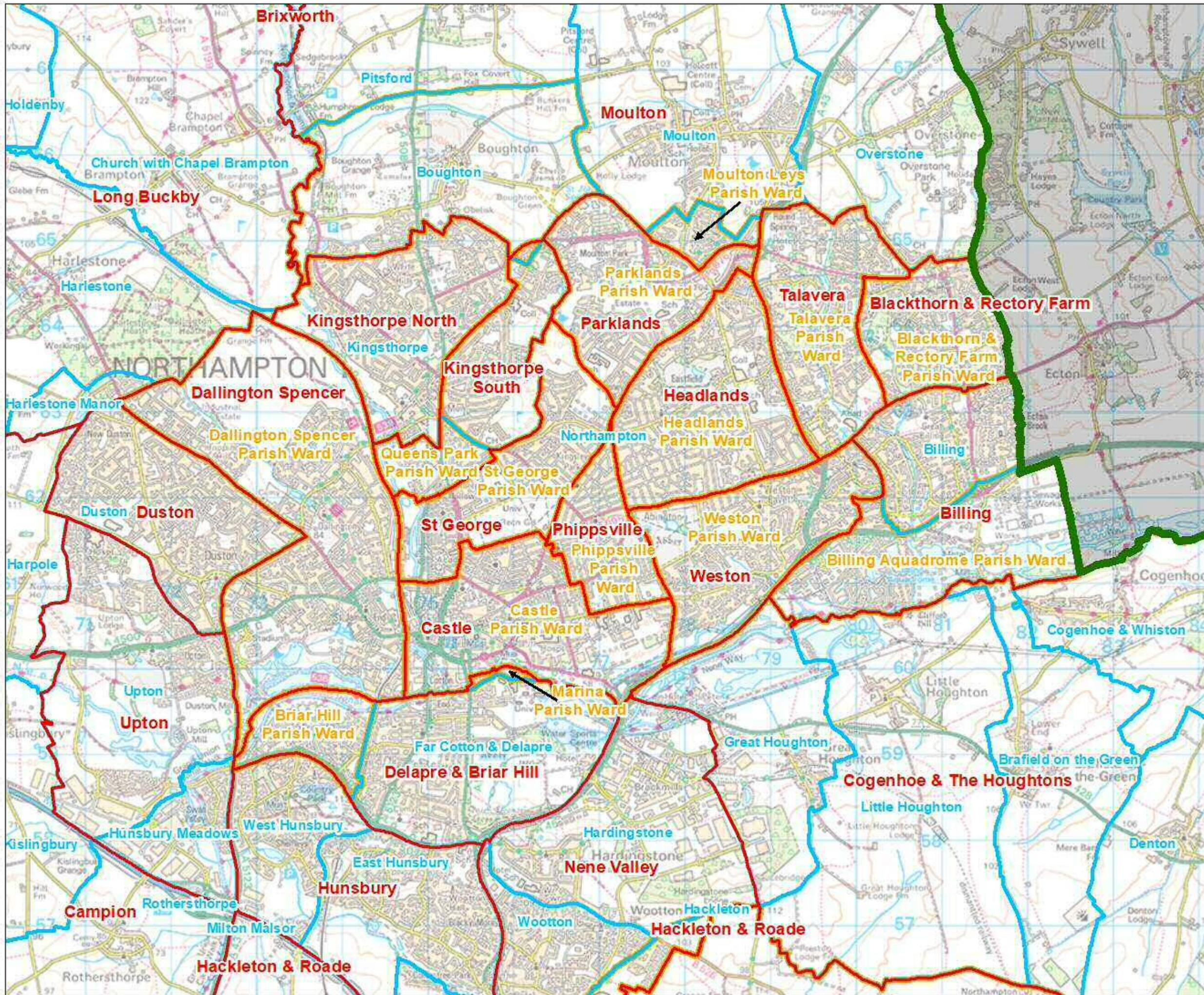
■ Single-councillor wards
■ Two-councillor wards
■ Three-councillor wards

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Ward Name	
1	Billing
2	Blackthorn & Rectory Farm
3	Brackley
4	Braunston & Crick
5	Brixworth
6	Campion
7	Castle
8	Cogenhoe & The Houghtons
9	Dallington Spencer
10	Daventry North
11	Daventry South
12	Deanshanger & Paulerspury
13	Delapre & Briar Hill
14	Duston
15	Hackleton & Roade
16	Headlands
17	Hunsbury
18	Kings Sutton
19	Kingsthorpe North
20	Kingsthorpe South
21	Long Buckby
22	Middleton Cheney
23	Moulton
24	Naseby
25	Nene Valley
26	Parklands
27	Phippsville
28	Silverstone & Rural South Northamptonshire
29	St George
30	Talavera
31	Towcester
32	Upton
33	Walgrave & East Farndon
34	Weston
35	Woodford & Weedon

Parish Warding Arrangements for Northampton

-  District
-  Draft Recommendations
-  Parish
-  Parish Ward



Interim Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	Northampton Town Council		
Name of Internal Auditor:	Mrs TL Charteress	Date of report:	17.02.23
Year ending:	31 March 2023	Date audit carried out:	6 th & 17 th February 2023

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Mayor of the Council:

Thank you for providing me with the information I needed to complete this Interim Internal Audit. I have completed a Financial Audit of the Council up to and including 31st December 2022:

Bank reconciliations	Bank reconciliations were reviewed and confirmed to be done on a monthly basis with due care and attention. Bank balances were confirmed to statements as at the 31 st December 2022.
Internal Control	A new Internal Control process has been set up with a robust policy which was agreed in April 2022. A new detailed checklist will be used going forward and CLLrs will be requested to carry out the process on a rotation basis.
Payments	I have carried out a brief overview of payments made Investigated a single item which drew my attention. I requested information relating to the payment and can confirm all is in order.
Trial Balance	The Trial balance was reviewed. Balances were confirmed to bank account statements for the period ending 31 st December and VAT was verified.
VAT return	Balanced as at 31 st December 2021. VAT refund was received on the 13 th January 2023. No errors were observed.

I Look forward to completing the Year End Internal Audit later this year.

Yours sincerely,



Mrs TL Charteress
Internal Auditor to the Council
07818 084231
tcharteress@gmail.com

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2022)*. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download from:

<https://www.northantscalc.com/uploads/practitioners-guide-2022-8.pdf>

Northampton Town Council

Policy and Finance Committee – 13th March 2023

Request to earmark unspent grants and Eid budget – report of Town Clerk

Purpose of report: To seek the committee's approval to earmark any unspent grants funding (both general and councillors) and Eid funding

Recommended: The committee's recommendation is sought

At present any unspent budget that is not agreed to be earmarked is transferred into a general reserve at the end of the financial year.

At a recent meeting of the Grants Sub-Committee the issue of unspent councillor grant funding was raised. It was stated that it would be a shame to lose any unspent grants funding from both the councillors fund and the general fund to general reserves. It was therefore agreed to request that this committee set in place a policy that earmarks any unspent funding from both these budgets into a Grants Reserve which can be used for future grants. It should be noted that in the current financial year there is no unspent funding from the general grants. There is one further meeting of the Grants Sub-Committee at which there are likely to be a few more applications from the councillors grant scheme. After that meeting we will have an idea of what is left over, if any, from this budget heading. If this is agreed it is suggested that this become policy going forward in future financial years.

Similarly, with Eid, they have asked if the council would consider earmarking their unspent funding in the current year, approximately £2,500, for them to use should they need it in the coming financial years. Again, not doing this would result in the unspent amounts going into a general reserve. If this is agreed, the Clerk would recommend that this is reviewed annually so as not to set an ongoing precedent.